

Minutes: Process Standardization Working Group Meeting

Wednesday, February 7, 2001, 9:00 a.m. – 4:00 p.m.

SRP

Flagstaff Conference Room

Topic	Lead	Anticipated Outcome
1 Welcome, Introductions, Sign-In, and Approval of Minutes	Evelyn Dryer	Ms. Dryer welcomed participants to the full group session of the Process Standardization Working Group meeting. A sign-in sheet was circulated. Participants introduced themselves. Minutes from the January 11, 2001 meeting were approved.
2 Report from Janie Mollon on revised Change Control Process	Janie Mollon	Janie was unable to be present at the meeting therefore; this item will be deferred to the next meeting.
3 VEE update	Janie Mollon	<p>Evelyn Dryer gave an update on the last VEE update. The VEE group sent out a work breakdown list and recommendations for completion of the VEE tasks. Evelyn reviewed the list of work to be completed with the group. The VEE group proposed additional meetings to complete the IDR section, performance monitoring and MRSP testing. The group agreed that the IDR section needs to be completed however, the remaining 2 items will be need to be prioritized with the other issues during the top 5 issues discussion later in the day.</p> <p>Comments on the IDR section of the VEE rules are due back to Janie by 2-15-01. The section will be up for a vote at the February 21, 2001 meeting.</p> <p><u>The group agreed to move the VEE issues to the Master Issues List</u></p>
4 EDI 810 Update	Shirley Renfro	<p>Shirley Renfro provided two samples of an 810 re-bill. Shirley proposed 4 changes to the current 810 guide:</p> <ol style="list-style-type: none"> 1. Moving the service address to the header 2. Remove the PID segment since the BIG 08 has the information 3. <u>For re-bills,</u> remove number of days in the rebate-credit or cancelled portion of the transaction 4. Add DTM to SLN loop which eliminates the need for multiple IT1 loops <p>The group agreed to make #3 optional rather than mandatory however, the other 3 changes did not work for most UDCs. The group agreed that the 810 guideline is ready to be docketed for approval by the Utilities Director. Shirley will draft an implementation timeline and submit to Evelyn. Evelyn will send a draft out to the group by Friday February 8th. Participants are to have their comments on the draft and their implementation date for the 810 to Evelyn by 2-16-00. After 2-16-01, Evelyn will submit to Deb Scott for approval.</p>

- | | | | |
|---|------------------------------|---------------|---|
| 5 | Metering Forms Update | Jenine Schenk | <p>Jenine Schenk presented the Metering Forms Packet to group as the final Version 1 packet and solicited comments. There were no further changes. The group agreed that the packet is ready to be docketed for approval by the Utilities Director as Version 1. Evelyn will send a draft out to the group by Friday February 8th. Participants are to have their comments on the draft and their implementation date for the new forms to Evelyn by 2-16-00. After 2-16-01, Evelyn will submit to Deb Scott for approval.</p> |
| 6 | Top 5 issue/tasks discussion | John Wallace | <p>John led the group in a discussion on the top 5 issues/tasks submitted by participants. The purpose of the discussion was to identify the issues that will be addressed next by the PSWG. The group narrowed the issues down to the following:</p> <p>Issue 52: MADEN/BEN</p> <p>Issue 59...: Issues referring to the 210 section in the Rules</p> <p>Issue 61: Tracking MSP performance</p> <p>Issue 101: MRSP performance monitoring and testing</p> <p>Issue 102: Modifications to EDI 867</p> <p>Issue 107: Complete/compile metering business rule document</p> <p>Issue 103: Day of Install/removal</p> <p>Issue 100: Developing a process to facilitate a customer installing an IDR meter and equipment before DA that allows a customer to move to DA and back with the same equipment.</p> <p>After much discussion the group could not agree on the issues that would be handled next. One final vote was completed to narrow down the above list. The results are as follows:</p> <ol style="list-style-type: none"> 1. Issue 101: MRSP Performance 2. Issue 61: MSP Performance / Business Rules 3. Issue 107: Business Rules 4. Issue 100: 5. Issue 59: 210 rules, Issue 52: MADEN/BEN, Issue 103: Day of Install/removal <p>The group agreed to tackle the top 4 first. The group also agreed to establish a task team for the first 3 issues. The fourth issue will be discussed for one hour at the Feb 21 meeting before determining if a task team is needed. The chair for each task team and the due dates are as follows:</p> <ul style="list-style-type: none"> • Issue 101 MRSP Performance – Janie Mollon, Chair – Due Date April 4 • Issue 61 MSP Performance – John Wallace, Chair - Due Date April 4 • Issue 107 Completion of Metering Business Rules – Stacy Aguayo, Chair – Due Date March 7 • Issue 100 - 1-hour discussion at the Feb 21 meeting prior to establishing a task team |

7	Resolve Pending Resolution Issues	Evelyn Dryer	<p>The group went through the entire Master Issues list in an effort to verify the issue status.</p> <p>Many issues reflected a status of Open or Pending that should reflect Resolved. The following issues were updated with a Resolved status:</p> <p>Issue: 29,32,36,43,56,63,73,74,79,86,87,93,96</p> <p>The following issue were updated with an Open status from Pending:</p> <p>Issue: 90</p> <p>The following issues were updated in the discussion portion of the issue:</p> <p>Issue: 57,61,70,</p>
8	New Issues	Evelyn Dryer	<p>The following issues were added as new issues:</p> <p>Issue: 101,102,103,104,105,106,107</p> <p>Action Item: Participants are to review Open issues and report back at the next meeting those issues they feel can be quickly resolved at the Policy level and those issues that need to be assigned to a task team.</p>
8	Meeting Evaluation	Evelyn Dryer	<p>The group provided feedback.</p>
9	Set Next Agenda	Evelyn Dryer	<p>The group set the next agenda.</p>
9	Adjourn Meeting	Evelyn Dryer	<p>The meeting was adjourned.</p>

PARTICIPANTS AT FEBRUARY 7, 2001
PROCESS STANDARDIZATION WORKING GROUP

[illegible]

